

STATE OF HAWAII

Accounting Manual

Volume III: Payroll Expenditures

Part 800: Appendix - Explanations and Related Sample Forms

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SECTION 855: DEPARTMENT LIST OF W-2 RECIPIENTS

1. Purpose. This report (Report No. PRE343) is to provide departments with a list of W-2 recipients of a department, and payroll information regarding the employees' wages earned and taxes deducted during the calendar year.
2. Frequency. Generated annually.
3. Distribution. One copy to the departments.
4. Organization of Report.
 - (a) The report consists of two sections:
 - (1) The Detail Section, which lists the names of the W-2 recipients.
 - (2) The Total Summary Section, which reflects the totals of the W-2 data amounts.
 - (b) The printing sequence of the report is:
 - (1) Department code (skips to a new page whenever the department code changes).
 - (2) Employee name.

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SECTION 855: DEPARTMENT LIST OF W-2 RECIPIENTS

ITEM NO.	DATA AND DATA EXPLANATIONS
	<u>(DETAIL SECTION)</u>
①	NAME - The name of the employee.
②	SS-NO. - The social security number of the employee.
③	PR-DST - The payroll number and distribution code of the employee from which payroll payments were processed.
④	W-2 - The payroll number and distribution code of the employee which PR-DST indicate the location where the Form W-2 is to be forwarded.
⑤	(ADDR), (CITY), - The address of the employee as reflected on the Form W-2 (ZIP)
	*- - - YEAR TO DATE - - - *
⑥	YTD-GROSS - The total gross pay the employee received from the State during the calendar year.
⑦	W/C - The total workers' compensation pay the employee received from the State during the calendar year.
⑧	AP - The total amount of the tax shelter deductions deducted from the employee during the calendar year.
⑨	EIC - The total earned income credit payments the employee received from the State during the calendar year.
⑩	FIT-GROSS - The total amount of wages paid to the employee that was subject to Federal income tax withholding.
⑪	SIT-GROSS - The total amount of wages paid to the employee that was subject to State income tax withholding.
⑫	FICA-GROSS - The total amount of wages paid to the employee that was subject to FICA tax withholding.
⑬	(COLA) - The total amount of the cost-of-living allowance paid to the employee for the calendar year.

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SECTION 855: DEPARTMENT LIST OF W-2 RECIPIENTS

ITEM NO.	DATA AND DATA EXPLANATIONS
(14)	(TAX) - The total amount of Federal income tax withheld from the employee during the calendar year.
(15)	(TAX) - The total amount of State income tax withheld from the employee during the calendar year.
(16)	(TAX) - The total amount of FICA taxes withheld from the employee during the calendar year.
	<u>(TOTAL SUMMARY SECTION)</u>
(17)	YTD-GROSS - The departmental total of YTD-GROSS.
(18)	W/C - The departmental total of W/C.
(19)	AP - The departmental total of the AP.
(20)	EIC - The departmental total of the EIC.
(21)	FIT-GROSS - The departmental total of the FIT-GROSS.
(22)	SIT-GROSS - The departmental total of the SIT-GROSS.
(23)	FICA GROSS - The departmental total of the FICA-GROSS.
(24)	COLA - The departmental total of the COLA.
(25)	FIT-TAX - The departmental total of the FIT-TAX.
(26)	SIT-TAX - The departmental total of the SIT-TAX.
(27)	FICA-TAX - The departmental total of the FICA-TAX.

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SECTION 855: DEPARTMENT LIST OF W-2 RECIPIENTS

MOA KONA HOSPITAL REPORT NO. PRE343		STATE OF HAWAII DEPT LIST OF W-2 RECIPIENTS			12/31/80		PAGE 13			
① NAME ⑤ (ADDRESS)	② SS-NO	③ PR-DST ⑤ (CITY)	④ W-2 PR-DST	⑥ YTD-GROSS ⑧ (ZIP)	⑦ W/C ⑩ (COLA)	⑧ AP	⑨ EIC	⑩ FIT-GROSS ⑫ (TAX)	⑪ SIT-GROSS ⑬ (TAX)	⑫ FICA-GROSS ⑭ (TAX)
UBALDO, ELVINA	557-66-6955	MO6136	K02101							
UNICORN, SANDRA E	575-5A-2024	MO6136	MO3169							
UTOPIA, ALBERT	576-34-5898	MO6136	E93374							
VAN, WARREN P O BOX 887	576-52-6092	MO6136	MO6136 CAPT COOK HI	96704	2692.97			2692.97 418.63	2692.97 162.10	1463.00 97.29
VICTOR, CARMEN C/O KONA HOSPITAL	576-68-1837	MO6136	MO6136 KEALAKEKUA HAWAII	96750	3278.67			3278.67 531.09	3278.67 186.82	3278.67 218.03
WATSON, RAMONA P O BOX 1917	518-64-0270	MO6136	MO6136 KEALAKEKUA HI	96750	3727.66			3727.66 594.36	3727.66 193.35	3727.66 247.91
WHITTLE, MAXINE E P O BOX 4800	557-7A-5934	MO6136	MO6136 KAILUA KONA HI	96740	2611.20			2611.20 243.93	2611.20 96.91	
WILLIAMS, DEBRA P O BOX 1951	575-5A-3001	MO6136	MO6136 KEALAKEKUA HI	96750	414.25			4154.25 608.50	4154.25 224.17	4154.25 276.27
WONG, JOHN P O BOX 858	460-64-7035	MO6136	MO6136 KEALAKEKUA HAWAII	96750	4051.92			4051.92 742.12	4051.92 244.51	4051.92 269.46
YADAO, BETTY P O BOX 64	575-62-0860	MO6136	MO6136 KEALAKEKUA HAWAII	96750	3084.00			3084.00 408.48	3084.00 194.82	3084.00 205.08
YAP, MIN P O BOX 508	575-3A-791A	MO6136	MO6136 KEALAKEKUA HAWAII	96750	2735.40			2735.40 353.23	2735.40 142.07	2735.40 181.91
YOKOTA, MARION P O BOX 13	576-16-804G	MO6136	MO6136 CAPT COCK HAWAII	96704	2637.00			2637.00 335.16	2637.00 135.40	2637.00 175.36
YOSHIDURA, NANCY P O BOX 5646	543-52-2140	MO6136	MO6136 KAILUA KONA HI	96740	687.56			687.56 62.34	687.56 26.56	
YOUNG, NANCY P O BOX 73	575-40-6103	MO6136	MO6136 KEALAKEKUA HAWAII	96750	3333.21			3333.21 426.26	3333.21 165.04	3333.21 221.65
* TOTAL *	⑰ YTD-GROSS	⑱ W/C	⑲ AP	⑳ EIC	㉑ FIT-GROSS	㉒ SIT-GROSS	㉓ FICA-GROSS	*	*	*
* TOTAL *	600599.29	.00	.00	.00	600599.29	600599.29	510621.59	*	*	*
* TOTAL *		㉔ COLA			㉕ FIT-TAX	㉖ SIT-TAX	㉗ FICA-TAX	*	*	*
* TOTAL *		.00			94886.76	32795.68	33956.68	*	*	*

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